

Virginia Department of Social Services  
Office of Community Partnerships

**Announces a Request for Applications (RFA)  
For Funding under the  
Virginia Healthy Marriage and Stable Families Initiative**

**Submission Deadline: 12 Noon September 16, 2005**

Applications received after the deadline will not be opened or considered.

Emailed or Faxed copies will not be considered.

RFA Number:	G-COM-06-007
Issue Date:	August 19, 2005
Location:	Statewide
Initiative Contract Period:	October 1, 2005 – September 30, 2006

**Send or hand-deliver applications to:**

Office of Community Partnerships  
ATTN: Ann-marie Taranto  
Virginia Department of Social Services  
7 North 8<sup>th</sup> Street  
Richmond, VA 23219

**An optional pre-application workshop will be held on Friday, August 26, 2005 at 1:00 PM in the 6<sup>th</sup> Floor Conference Room at the Virginia Department of Social Services located at 7 North 8<sup>th</sup> Street, Richmond, Virginia 23219**

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## **REQUEST FOR APPLICATIONS**

### **2005-2006 HEALTHY MARRIAGE AND STABLE FAMILIES INITIATIVE**

#### **I. INTRODUCTION:**

The Virginia Department of Social Services (VDSS) is issuing a Request for Applications (RFA) to establish projects that will provide community-based family preservation and supportive services designed to strengthen marriages and stabilize families.

Eligible applicants include non-profit organizations, faith-based organizations, profit organizations or collaborative partnerships made up of public and private sector agencies in the Commonwealth. Public agencies, including local departments of social services, may apply in collaboration with one of the above community-based organizations.

Please Note: Applicants submitting proposals must agree that payment for services provided will be on a re-imbursement basis. For-profit organizations may not realize a profit from any contract resulting from this solicitation.

An agency may submit a proposal for any one area of focus or for more than one with specific objectives for each that can be met within the timeframe of the initiative. Proposals must include all required information for each area of focus. The Department will award between ten to twenty grants ranging from \$10,000 to \$22,500.

The initiative is interested in innovative approaches to locally identified needs. Proposals must include the scope of services, objectives, strategies, outcomes, and performance measurement plans sufficient to achieve success in the area of focus chosen. Upon completion of the grant period in 2006, the funded projects must demonstrate measurable positive changes in the lives of the participants and their families.

#### **II. PROGRAM OVERVIEW AND REQUIREMENTS:**

Applicants shall identify activities to help strengthen healthy marriages or help troubled marriages or specify activities for single individuals to develop skills that will lead to healthy stable families and/or healthy marriages.

- A. The project areas listed below serve as examples of potential activities; however, organizations are encouraged to develop creative plans to address local challenges. Projects may include concrete activities such as classes, seminars, workshops, inventories, conferences, support groups, and preventive counseling designed for use before or after a marriage or at any stage in a marriage.

## 1. TRAINING

- Provide participants the knowledge and skills necessary to form and sustain a stable family and healthy marriage
- Participants can include married or single adults, program staff, marriage program leaders, facilitators and mentors. Example of Activities -Provide communication and problem solving skills for single individuals that will help them form stable families and healthy relationships

## 2. PARENTING PROGRAMS

- Develop (or enhance) community-based parenting programs to incorporate a marriage component and topics such as communication, conflict resolution, and relationship-building skills.

## 3. YOUTH

- Offer programs to ensure that local teenagers will be better prepared for healthy dating relationships and marriage.

## 4. HEALTHY RELATIONSHIPS

- Assist single parents with forming constructive relationships that are conducive to building a healthy relationship for the child and the non-custodial parent.
- Provide singles who have experienced abuse or domestic violence with training for making healthy relationship choices and building healthy families and marriages.

## 5. FATHERHOOD PROGRAMS

- Develop and implement programs to assist fathers in establishing positive relationships with their children that contribution to the well being of the children and that promote their physical, emotional, intellectual, and social development.

## 6. COMMUNITY MARRIAGE INITIATIVES

- Develop an effective community network or Marriage Task Force that promotes better public understanding of what healthy relationships require and better public access to related resources
- Offer support groups or activity nights to focus on promoting healthy marriages

B. Expenditures made pursuant to this Contract shall be for services and related matters as described in the approved Grantee Work Plan and must be in accordance with the laws of the

Commonwealth of Virginia and the United States of America. Expenditures are also subject to the A-102 Common Rule and OMB Circular A-87.

C. No Contract funds shall be expended for:

1. Any expenses other than those necessarily incurred in the performance of the Contract.
2. Costs for which other sources of funds are available to carry out the purposes or activities of the project.
3. The cost of meals for employees or officials of the Grantee except when on travel status.
4. Costs incurred before the effective date of the Contract, unless incurred with the prior approval of the Purchasing Agency.
5. The payment of any salary or compensation to a federal employee.
6. Payment of any consultant fee, or honorarium, to any officer or employee of the Purchasing Agency or any State, municipality or local agency for services normally paid for by such employee's regular salary, wage and overtime compensation to such officers and employees consistent with the established personnel policies of the employing agency.
7. The payment of portions of any salary in excess of the proportion of actual time spent in carrying out the Contract.
8. Deviations of greater than ten percent or \$500.00, whichever is more, of the budgeted line item contained in the Approved Budget without prior approval by the Purchasing Agency.
9. Purchases of over \$500.00 without prior written approval from the Purchasing Agency unless specified in the approved application.
10. Any expenses for rent or space use.
11. Any new construction, major repair, capital expenses, physical improvements, mortgage payments, or related interest payments, real estate or property taxes or entertainment.

### **III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS:**

A. General Requirements

Applications must be signed by an authorized representative of the applicant. Applications, which lack required signatures, will not be considered. All information requested should be submitted. Failure to submit all information may result in the Purchasing Agency requiring prompt submission of missing information and/or giving of a lowered evaluation of the

proposal. Applications, which are substantially incomplete or lack key information, may be rejected by the granting Agency at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Applications should be prepared simply and economically, and include a straightforward, concise description of capabilities to satisfy the requirements of the RFA and should appear on one-sided pages in standard type size and margins. Emphasis should be on completeness and clarity of content. The proposal may not exceed 5 narrative pages, not counting the one-page budget, cover sheet, checklist or workplan. Each copy of the proposal must be bound or contained in a single volume where practical.

1. Proposal must include measurable outcomes to achieve results in your selected area of focus. The clarity of the proposed outcomes and the performance measures that will be used to verify those outcomes are critical award criteria.
2. The Local Project Directors must participate in the VDSS sponsored trainings on project outcomes, performance measures and all initiative evaluation aspects to ensure appropriate levels of program preparation and performance outcomes. Additionally, successful applicants, upon receipt of their awards, must conduct an organizational self-assessment using the Virginia Faith-Based and Community Initiative Organizational Capacity Tool Assessment. Results of the assessment will be used to make available technical assistance to strengthen the grantee organization's capacity to partner with VDSS in service delivery. (See Attachment H)

**B. Specific Proposal Instructions:**

Applicants are required to submit the following items as a complete proposal:

1. The return of this complete RFA and all addenda, acknowledgements, if any, signed and filled out as required.
2. A completed Healthy Marriage and Stable Families Initiative Application –to include the following sections specifying plans for providing the proposed services:

**C. GRANT APPLICATION FORM (This form is included)**

**PART 1**

1. **COVER SHEET AND PROJECT SUMMARY** (With Applicant's Signature - See Attachment A)
2. **PROPOSAL NARRATIVE INCLUDING** (not to exceed 5 pages): must be organized in a manner that clearly addresses each of the following, in the order listed. Narratives that are concise and specific will be viewed most favorably  
**BRIEF OVERVIEW**
  - Project Description – provide a short summary of the proposed project
  - A brief summary of goal(s), objective(s), and key activities proposed.
  - Indicate Number of clients/geographical area to be served by your program.

**NEED**

Demonstrate the need for the services being proposed, definition of target population, geographic area, community resources available to assist in implementation of the project

**EXPERIENCE OF THE HOST AGENCY**

Describe your agency's capabilities, including a brief overview of the structure and function of the applicant organization, position descriptions of key leaders and resumes, if applicable, and collaborative agencies, their roles and experience

**PROJECT DESCRIPTION**

Include the project's goals and objectives, planned activities, explanation of any collaboration with other agencies and sustainability

**OUTCOMES**

Describe specifically, the outcome(s) you hope to achieve by implementing the proposed project. Outcomes may include, but are not limited to, changes or benefits to those receiving the services that occur because of the project activities. State the measurable goal(s)/objective(s) of the proposed initiative and the activities proposed to achieve the goals and objectives established. Include details on expected project deliverables, products and sustainability (Also Complete Attachment D)

**EVALUATION**

Describe the process and performance measurements for evaluating the effectiveness of the project being proposed. Complete Attachment D.

3. **W-9 Form** – Complete and submit with the application
4. **Sample of Participant's Rights form** – Submit sample form with application. Funded Faith-Based organizations must have on file a completed copy of the rights statement for all participants.
5. **LETTERS OF SUPPORT**  
Current letters of support from agencies and organizations directly involved in the proposed program or activity must be included

**PART 2 –**

1. **BUDGET** (See Attachment B)  
Complete the Itemized Budget Sheet. Attach to the Itemized Budget Sheet a budget narrative that includes a) description of each proposed expenditure and b) justifies the proposed expenditure by explaining the need for it. Dollar amounts for in-kind match must be thoroughly justified.

**All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.**

2. **WORKPLAN** (See Attachment C)
3. **OUTCOMES WORKSHEET** (See Attachment D)
4. **ASSURANCES** (Signed assurance – see Attachment E)

A list of Assurances has been provided. Proposals that lack signatures will not be considered.

- D. Identification of Proposal Envelope: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: (Name of Grantee) (Due Date) (Time)

(Street or Box Number) RFA#

(City, State, Zip) RFA Title

Name of Contract/Purchase Officer:

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in a special envelope is mailed, the Applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Applications may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other applications should be placed in the envelope.

**The closing date for receipt of applications under this Request for Applications is September 16, 2005 at 12 noon. Late applications will not be accepted.**

#### **IV. PROCESS OF PEER REVIEW AND CRITERIA FOR AWARD:**

A. Awards Criteria:

Grant applications will be reviewed by a panel of individuals who have demonstrated expertise in this human service arena and will make programmatic and budgetary recommendations for grant awards. The following criteria will be used in the review:

1. Documentation of Need: (20 points)

Assessment and documentation of need for the proposed project.  
Evidence of need/risks; demonstration of need for this funding in light of other funding being received in the community

2. Evidence of Capacity and Support: (20 points)

Ability to implement the proposed project and resources to carry out the workplan and meet timelines. Evidence of effective coordination of resources and related efforts in the community; evidence of commitment to continuation of programs/activities when grant funding ends.

3. Quality of Project Design: (30 points)

Quality of proposed strategies; clarity of design and feasibility and economy will be considered.



Consideration of innovation of approach, project objectives, planned activities and collaboration plans.

4. Project Evaluation Plan and Impact. (30 points)

Consideration of proposed outcomes, performance measures, needs addressed and sustainability. The evaluation of outcomes must be based on the stated goals, objectives and activities.

Award to Grantees: Selection shall be made of one or more Applicants deemed to be fully qualified and best suited among those submitting proposal on the basis of the evaluation factors included in this Request for Applications. The Commonwealth may cancel this Request for Applications or reject applications at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one Applicant is fully qualified, or that one Applicant is clearly more highly qualified than the others under consideration, a contract may be awarded to that Applicant. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Applicant's proposal as negotiated.

**V. REPORTING REQUIREMENTS:**

The Grantee agrees to furnish the Virginia Department of Social Services with program and financial progress and a final report in such form and quantity as the Virginia Department of Social Services may require, including but not limited to:

- A. Quarterly budget reports, invoices, reports on activities conducted and outcomes achieved must be submitted timely.
- B. Quarterly Invoices and supporting documentation, Request for Reimbursement, and activity reports to be received no later than 27th day of the following month.
- C. A final report, due no later than 45 days after the end of the contract, which includes a comprehensive evaluation of the program's effectiveness and whether the anticipated outcomes were achieved. Briefly identify the barriers that were encountered and how they were addressed. Describe what remains to be accomplished in the original objectives, what is the plan for continuing the activities and the sources of future funding. List any recommendation for future activities by the Department or other agencies to meet the needs of those unmet by the grant.
- D. Failure to submit any required reports within the specified time period shall be cause for withholding of requested reimbursements, revocation, termination or suspension of this contract.

**VI. REQUIREMENTS AND ASSURANCES**

- A. The applicant, for federal funds administered by DSS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:
  - 1. COMPLIANCE: The applicant will comply with all applicable provisions of the funding source and the Department of Social Services (DSS) Program Guidelines and Application Procedure Manual for Grants and the applicable Active Program Guide for Applicants.

2. MANAGEMENT: The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Social Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
3. REPORTS: The applicant agrees to submit reports, as DSS shall reasonably request. Financial and progress reports shall be submitted to DSS on the 27th<sup>h</sup> day following the close of each quarter or as specified by the applicable Grant Program Guidelines.
4. INSPECTION AND AUDIT: The applicant agrees to retain all books, records, and other documents relative to this grant for five (5) years after final payment, or until audited by the Commonwealth of Virginia. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.
5. DISCRIMINATION PROHIBITED: By submitting their proposals, applicants certify to DSS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Granting Act of 1975, as amended, where applicable, and the Virginians With Disabilities Act. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 *et. seq.* The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title 11 of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35).

During the performance of this grant, the applicant agrees as follows:

- The applicant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disabilities, or any other basis prohibited by state or federal law relating to discrimination in employment, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the applicant. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause (*pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or sub grant supported or benefiting from the grant*).

If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the grant on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that receive funding from public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into

separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, § 2.2-4300, 2.2-4343*)

The applicant, in all solicitations or advertisements for employees placed by or on behalf of the applicant, will state that such applicant is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

6. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM: Each applicant certifies, that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required. The applicant organization having 50 or more employees who would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of their Equal Employment Opportunity Plan (EEO) to DSS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.

The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to DSS.

7. ETHICS IN PUBLIC GRANTS ADMINISTRATION: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
8. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, the applicants certify that they do not and will not during the performance of this grant employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
9. QUALIFICATIONS OF APPLICANTS: DSS may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the work and the applicant shall furnish DSS all such information and data for this purpose as may be requested. DSS reserves the right to inspect applicant's capabilities. DSS further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy DSS that such applicant is properly qualified to carry out the obligations of the sub grant and to complete the work contemplated therein.
10. CHANGES TO THE AGREEMENT: Changes can be made to the grant agreement. The parties may agree in writing to modify the scope of services. An increase or decrease in the price of the agreement resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the grant agreement.

11. DEFAULT AND/OR CANCELLATION OF GRANT: In the case of failure to deliver services in accordance with the terms and conditions, DSS, after due oral and written notice, may procure them from other sources. The purchasing agency reserves the right to cancel and terminate any resulting grant, in part or in whole, without penalty, upon sixty (60) days written notice to the sub grantee. In the event the initial grant period is for more than 12 months, the resulting grant shall be terminated by either party, without penalty, after the initial 12 months of the grant period upon 60 days written notice to the other party. Any grant cancellation notice shall not relieve the sub grantee of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.
12. DRUG-FREE WORKPLACE: During the performance of this grant, the applicant agrees to (i) provide a drug-free workplace for the applicant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the applicant that the applicant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subgrant or purchase order of over \$10,000, so that the provisions will be binding upon each subapplicant or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific grant awarded to an applicant in accordance with this certification, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the grant.

13. NONDISCRIMINATION OF APPLICANTS: A bidder, offeror, or applicant shall not be discriminated against in the solicitation or award of this grant because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this grant is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided to this grant objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
14. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
15. SMOKE FREE ENVIRONMENT: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant.

The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

16. RENEWAL OF GRANT: This grant may be renewed by DSS upon written agreement of both parties for three successive one-year periods, under the terms of the current grant, and at a reasonable time (approximately 60 days) prior to the expiration.
17. EQUIPMENT: Total requests for equipment costs in excess of \$5000 are not allowed. Equipment purchased under the terms of this grant shall be limited to equipment indicated in the attached budget. Equipment purchased under this grant shall be retained by the Applicant during the period of performance of the grant. Ownership of equipment purchased under this grant may revert to DSS at the end of the grant period when ownership is requested by DSS in writing. No depreciation or use charges on equipment purchased under this grant shall be claimed on this or any future grant with DSS or any of its agents.
18. APPLICANT PERFORMANCE: The purchasing agency may monitor and evaluate the applicant's performance under the grant through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this grant shall be a primary consideration for extension of this grant and may be a consideration in future grant awards and negotiations.
19. CONFIDENTIALITY: Any information obtained by the applicant concerning recipients of services under this agreement shall be treated as confidential in accordance with relevant provisions of State and federal law.
20. CONFIDENTIALITY OF RESEARCH INFORMATION: Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DSS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
21. OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for DSS pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  - Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the applicant in the performance of its obligations under this grant shall be the exclusive property of the DSS and all such materials shall be remitted to the

purchasing agency upon completion, termination or cancellation of this grant. The applicant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the applicant's obligations under this grant without the prior written consent of the purchasing agency.

- Any materials produced under this grant must bear a statement that the project was supported by the purchasing agency and identify the title of the funding source. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of DSS or the U.S. Department of Justice/U.S. Department of Health and Human Services.

The applicant also agrees that two copies of any such publication will be submitted to DSS to be placed on file and distributed as appropriate to other potential applicants or interested parties. DSS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

22. The applicant agrees to complete a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, prior to finalizing any financial agreements pursuant to 28 CFR 67.510 (Code of Federal Regulations). This includes consultants under any award.
23. FISCAL ADMINISTRATION: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
  - A statement of grant award/acceptance will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the grant award, the sub grantee will be reimbursed for expenses on a quarterly basis according to the terms of the grant award. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a quarterly basis to the Department of Social Services for reimbursement. The sub-grantee should allow 30 days from the time expenditure statements/request for funds are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected. The final expenditure statement/request for funds must be submitted in advance in order to meet the Commonwealth's year-end closing requirements.
  - The Department may elect to make payments via direct deposit (electronic data interchange – EDI). If this option is used, sub grantees must complete the Vendor Electronic Payment Information Form and the EDI Payment Agreement for Vendors. Please note that the September expenditures must be estimated and the expenditure statement/request for funds for the final quarter submitted in advance.

- The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.

24. COMPENSATION: to the sub grantee for delivered services shall be as follows:

- The sub grantee shall be paid on a cost reimbursable basis.
- Actual expenditures shall be invoiced pursuant to approved line item budget categories.
- No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative. No budget amendments will be allowed after April 30<sup>th</sup> for grants operating on the State fiscal year.
- All revenue from the sale of products derived through activities performed pursuant to this grant shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- The invoice period shall be quarterly. The sub grantee shall invoice the purchasing agency each quarter on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the sub grantee fails to submit quarterly expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the quarter in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds.
- If the sub grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, the purchasing agency may withhold payment of expenditure statements/request for funds until said services and/or reports are provided. All services provided by the sub grantee pursuant to this grant shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The sub grantee shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
- The sub grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Department of Social Services.

## **HEALTHY MARRIAGE AND STABLE FAMILIES INITIATIVE**

### CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

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Authorized Official  
(Project Administrator)

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Date